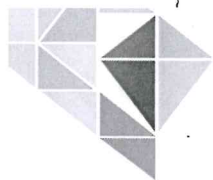


MINUTES OF A MEETING OF THE LOCAL ACADEMY BOARD OF HOLY TRINITY CE BIRMINGHAM MONDAY 12 DECEMBER 2022 AT 4.05 PM

Chair	Mr David Willey	Clerk to board	Ma Naomi Lewis
Present at meeting with voting rights	Name	Role	
	Mrs Paula Burns	Head Teacher	
	Ms Helen Cross	Diocesan Governor	
	Mr Graham Winfield	Vice Chair / Diocesan Governor	
	Ms Jagdeep Saran	Staff Governor (Teaching)	
	Ms Beata Anna Smal	Staff Governor (Support)	
	Ms Millicent Broomes	Diocesan Governor	
	Ms Husseinatu Gibriel (<i>from 4.42pm</i>)	Parent Governor	
In attendance without voting rights	Name	Role	
	Mrs Jo Shioleftou	Deputy Headteacher	
	Mr Rajan Bhatti	Assistant Head Teacher	
Absent	Rev Eve Pitts	Diocesan Governor	

Item 1	Welcome and opening prayer
Minute	The Chair welcomed everyone and opened the meeting with a prayer. A warm welcome was extended to new governor Millicent Broomes.
Item 2	Apologies
Minute	The absence of Rev Pitts was noted.
Item 3	Review of Declarations of Business and Pecuniary Interests.
Minute	<p>The Chair reminded members to declare any new direct, indirect or pecuniary interests via the Hub.</p> <ul style="list-style-type: none"> a. Mr Winfield b. Ms Gibriel <p>Mr Winfield and Ms Broomes returned completed Business Interest forms to the Clerk. The Clerk agreed to liaise with Ms Gibriel to complete a form for the current year.</p> <p style="text-align: right;">Action – Clerk</p>



Item 4	Declarations of interest for specific matters on this agenda
Minute	The Chair asked whether any member had any direct, indirect or pecuniary interests in the business to be discussed. There were no declarations received.
Item 5	Minutes of the LAB board meeting on Monday 10 October 2022
Minute	<p>The minutes of the Local Academy Board meeting held on 10 October 2022 having previously been distributed, it was</p> <p>Resolved that the minutes be taken as read, confirmed, signed as a true record and retained by the school for their record.</p>
Item 6.1	Progress towards action points
Minute	<p><i>Item 12: Safeguarding training.</i></p> <p>All governors had completed the online Safeguarding training and quiz. JS agreed to share the link with MB to complete the session.</p> <p style="text-align: right;">Action – JS/MB</p> <p>All other actions were noted as complete.</p>
Item 6.2	Other matters arising from the minutes
Minute	<p><i>Item 14: Pupil Premium Strategy.</i></p> <p>In response to a query from a governor, the HT confirmed the Pupil Premium Strategy for 2022/23 had been uploaded to the school website ahead of the statutory deadline of 31st December.</p>
Item 7	Report on Chairs' actions
Minute	There were no urgent actions to report.
Item 8	Headteacher's autumn report to LAB
Minute	<p>The Headteacher report to LAB / EGB and the Executive Autumn term 2022 was circulated in advance of the meeting.</p> <ul style="list-style-type: none"> • Numbers on roll - 177, an increase of 2 since the last report. • Number of teachers employed – 8 • Number of teaching assistants employed – 1 • Whole school attendance autumn term 2022 (%) to-date - 95.16% • There were no suspensions or permanent exclusions reported. • There were no bullying incidents, sexual Harassment or sexual violence incidents reported.
Questions raised by members	<p>A governor referred to the number of teaching assistants employed and queried the number. The HT clarified one teaching assistant (TA) was employed by the school, three TAs were through supply and two left at the end of summer term. The TA vacancies had been advertised but unfortunately the quality of candidates was unsuitable. The HT continued one supply TA would be contracted from January 23.</p>

A governor highlighted that poor practice from agency staff had been noted. The HT assured governors current staff in school were of a higher standard. After a brief discussion about the comparison to agency and permanent staff, the HT explained substantive staff had the benefit of sick pay and stability.

A governor noted attendance for Year 1, 2, and 4 were below 95% and the national average and queried the reasons why. The HT replied some classes had been impacted by chicken pox and a sickness bug. The HT added 4 pupils were currently not in the country. School reported unauthorised leave to the Local Authority who would issue a penalty notice where applicable. One family had submitted a leave of absence request at the start of term for three weeks, this was not authorised by school and referred to the Local Authority for sanctions.

The HT acknowledged the attendance figures, noting all local schools had been affected by Chicken Pox and were on high alert for Strep A. Holy Trinity had also reported cases of Hand, Foot & Mouth. School had made two absence home visits, telephone calls and continued to question parents on the reasons for absence.

Governors discussed the housing developments in the local area which could be positive for increasing pupil numbers. The HT shared four new starters had joined the school today and school had agreed another application.

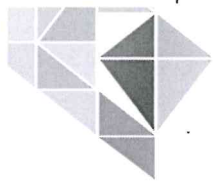
A governor referred to the Risk Register and noted the five highest risks were graded amber which were not significant or critical but moderate risks to the school. A governor sought clarification that the broad and balanced curriculum continued to be developed, the HT confirmed progress was over the course of an academic year and leaders were on track with the action plan.

A governor referred to 'Failure of the school to recruit sufficient pupil numbers to make it viable' and queried the likelihood score of 2 and questioned if the score could be reduced to 1. The HT shared school currently had 181 pupils on roll and school had a PAN of 210 and believed the likelihood should remain at 2. Financial viability was based on the school being full, so with fewer numbers there was still a risk.

A governor asked if, in the long term, school was financially viable as a one-form entry school. The HT explained the funding was based on 166 pupils from census figures and although pupil numbers had increased, School were not due any extra funding which did present some challenges with staffing. Governors agreed 20 additional pupils could make a huge difference. The likelihood figure was associated with the low birth rate which could continue for two or three years.

A governor recognised the historical challenges school had as a standalone academy. The Chair agreed BDMAT supported the school with a staffing restructure, buildings, equipment and health and safety. The HT added school benefitted from greater buying power as a member school.

Referring to the Risk Register, a governor noted 'Failure of the school to improve pupil outcomes, especially in English and maths' and commented failure was not an option. The governor asked for the view of the School Improvement Advisor (SIA) regarding the plans. The



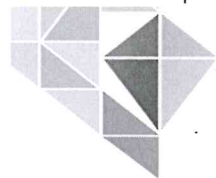
	<p>HT shared the last SIA visit saw the progress school had made. There was more consistency in teaching, outcomes and school continued to improve. Leaders would review the data tomorrow.</p> <p>In response to a follow up query, the HT shared there was still some work to do within the Art curriculum and progress had been seen in DT. Pupils' knowledge continued to improve.</p> <p>GW offered to arrange a school visit and meet with teachers.</p> <p style="text-align: right;">Action – GW</p> <p>With no further questions or comments, the HT was thanked for the report.</p> <p>Resolved to receive the Headteacher's Report.</p>
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Item 9	Safeguarding report from the Central Team
Minute	<p>The Single Central Record Check dated 26/09/22 and the Autumn Term 1 Safeguarding report was shared with governors in advance of the meeting.</p> <p>Governors were informed the Chair, the HT and Michele Fullwood, Head of School Support for BDMAT met every half term to review safeguarding processes in school. There were no significant issues reported.</p>
Questions raised by members	<p>A governor highlighted Ofsted comments 'the arrangements for safeguarding are effective'.</p> <p>A governor referred to the two employee files checked during the audit and asked if the actions had been addressed. The HT confirmed the actions were completed and signed contracts had been added to their files.</p> <p>Resolved to receive the Safeguarding Report.</p>

Item 10	Report from the Admissions Committee
Minute	<p>The Chair explained the Admissions Committee consisted of DW, REP and JS.</p> <p>All meetings were minuted to ensure transparency and compliance. The panel had met to approve four applications and another application was approved today.</p> <p>All pupils would or had joined join the school.</p> <p>Resolved to receive and note.</p>

Item 11	School Improvement Plan 2022/23 progress report
Minute	<p>The School Improvement Plan September 2022 – July 2023 was uploaded to Governor Hub for information. The document was RAG rated to show the current position.</p> <p>The HT stated work on amber objectives were ongoing.</p> <p>Resolved to receive the School Improvement Plan</p>

Item 12	Christian distinctiveness update
Minute	<p>Governors were informed that Jill Stolberg, Christian Distinctiveness Advisor for BDMAT had visited the school. The HT highlighted Ms Stolberg attended collective worship and met with pupils. Pupils represented different faiths or no faith and all spoke positively about worship.</p> <p><i>Ms Gibriel joined at meeting at 4.42pm</i></p> <p>The HT had also attended a RE Conference with the RE Lead and there were plans to develop the RE Curriculum.</p> <p>Resolved to receive and note.</p>
Item 13	Key question for governors to discuss and minute: what additional role(s) would the governors like to play in the life of the school?
Minute	<p>Governors considered the question raised by BDMAT and after a brief discussion agreed all areas of focus were covered by LAB members. The Chair recognised involvement had developed over a few years.</p> <p>It was noted that governors visited school to hear pupils read, supported school visits and events and with festive decorations. The Chair also stated no concerns were raised by Ofsted inspectors.</p>
Item 14	Policy review
Minute	<p>The following policies were circulated for governor approval.</p> <ul style="list-style-type: none"> a. Exclusions b. First Aid c. Physical Restraint d. RSE e. SEND <p>Resolved to approve the above named policies.</p>
Item 15	Ofsted Inspection
Minute	<p>The Ofsted Report for the Inspection on 27 and 28 September 2022 had now been released.</p> <p>Holy Trinity CE Primary Academy (Handsworth) was graded</p> <ul style="list-style-type: none"> • Overall effectiveness - Good • The quality of education - Good • Behaviour and attitudes - Good • Personal development - Good • Leadership and management - Good • Early years provision - Good <p>On behalf of LAB members, the Chair commended and personally thanked the HT and school staff for all their hard work over the challenging years.</p>



Item 16	Any other business
Minute	<p>i. Christmas decorations</p> <p>The HT thanked GW for the donation of Christmas decorations and his contribution to the school over the years.</p>
Item 17	Items to marked as 'confidential'
Minute	There were no items to be marked confidential.
Item 18	Date of next meeting
	<p>The date and time of the next meeting was confirmed:</p> <ul style="list-style-type: none"> Monday 6 February 2023, 4.00pm to be held in school.
Item 19	Closing Prayer
Minute	<p>The Chair wished everyone a peaceful Christmas and restful holiday. The Chair thanked governors for their continued commitment and appreciated the value of long serving governors.</p> <p>The Chair closed the meeting with a prayer.</p>

The meeting closed at 5.00pm

Summary of actions required from this meeting:

Minute ref	Ref	Actions	By	Deadline
Item 3	3.1	To collect a completed Business Interest form from Ms Gibril	Clerk	✓
Item 6.1	6.1.1	MB to complete the safeguarding session / quiz	MB/JS	
Item 8	8.1	GW to arrange a school visit and meet with teachers	GW	

Chair of Governors
DAVID WILLEY
6 February 2023